



Natural Resources Conservation Service  
Wallace F. Bennett Federal Building  
125 South State Street, Room 4402  
Salt Lake City, UT 84138-1100

December 10, 2007

**UTAH BULLETIN NO. UT360-08-02**

**SUBJECT: 2007 INTERNAL REVENUE SERVICE (IRS) FORM W-2, WAGE AND TAX STATEMENT**

**Purpose:** Provide information about the 2007 IRS Form W-2, Wage and Tax Statement.

In January 2008, the 2007 IRS Form W-2, Wage and Tax Statement, will be mailed to employees at the address listed in the Payroll/Personnel System (PPS). Employees should verify their mailing address and make any changes prior to January 2008 through the Self-Service Option on the Employee Personal Page (EPP).

In January 2008, employees will be able to print an electronic version of their W-2 for Tax Year 2007 from the EPP via NFC's Web site at [www.nfc.usda.gov](http://www.nfc.usda.gov). A password is required to access the EPP and employees who have not yet requested a password can find instructions on the National Finance Center's (NFC's) home page by clicking the MY EPP icon on the application launch pad. Once an employee obtains access to their EPP, W-2 history data is available for tax year's 1998 forward. By the end of January 2008, employees will also have the option of importing their 2007 W-2 information directly into TURBO Tax.

If an employee does not receive a W-2 in January 2008, NFC may have determined the W-2 required adjustments (i.e., relocation travel payment). The appropriate adjustments will be completed by January 31, 2008, and the W-2 will be mailed to the employee at that time. Initial inquiries should be made through the EPP. After February 4, 2008, please contact Stacy Heiden, Human Resources Assistant.

**Regarding Employee Indebtedness:** To comply with IRS regulations, employees who have not repaid indebtedness (i.e., salary overpayment) incurred during Calendar Year 2007 will have the outstanding debt included as taxable wages on their W-2s. The outstanding debt is subject to federal income tax. Any payments made toward a debt between December 12 and December 31, 2007, could result in a corrected W-2 issued at a later date.

Contact: Stacy K. Heiden, HRA, 801-524-4577 or [stacy.heiden@ut.usda.gov](mailto:stacy.heiden@ut.usda.gov)  
Sharon Jensen, HRO, 801-524-4576 or [sharon.jensen@ut.usda.gov](mailto:sharon.jensen@ut.usda.gov)

/S/

TODD C. NIELSON  
State Administrative Officer

Distribution: E